ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:  Assistant Director of Residential Life for Housing Operations

DEPARTMENT:  Office of Residential Life, Rose Hill

RESPONSIBILITIES:
- Leads the Office of Residential Life’s comprehensive housing operations program including its one full-time and two part-time staff including housing operations-related responsibilities of 12 full-time Resident Directors (RDs), design and management of StarRez online housing operations system, housing assignment process, annual room selection process, room change process, vacate process, new student and returning student housing mailings, housing occupancy reports, projections, and revenue tracking, among other responsibilities.
- Manages the damage assessment and billing processes including room inspections, Room Condition Reports (RCRs), community billing, community area inspections, damage summary reports, etc.
- Serves as liaison to Facilities Operations, Facilities Engineering, and Custodial Services in maintaining the residential facilities, addressing students’ needs and concerns, planning for and implementing repairs and scheduling, and coordinating building renovations.
- Serves as liaison with Information Technology (IT), Telecommunications, and Student Data Services to address student needs with telephone service, internet service, and cable television service in the residence halls
- Supervises the Summer Housing Program, including staff service to summer conferences and camps.
- Coordinates all openings and closings of a 3,500-student housing program with 12 residence halls/housing areas and Integrated Learning Communities;
- Manages the Office of Residential Life key inventory system including lock-out procedures, lost keys, lock changes, etc.
- Manages the Visitation (sign-in/sign-out) and Guest Pass procedures within the Office of Residential Life.
- Serves as liaison between the Office of Residential Life and management of Belmont Community Housing, the University’s leased off-campus housing program, as well as the housing unit at Calder Center in Armonk.
- Serves high-level on-call duty rotation for the Office of Residential Life with three other staff.
- Assists in working evening and weekend campus-wide events with other Office staff; Serves as needed along with other professional staff as an Administrative Support Person (ASP) for students involved in Title IX cases.

QUALIFICATIONS:
- Bachelor’s Degree required. Master’s Degree preferred, preferably in Education, Counseling, Student Affairs or related field.
- A minimum of two years’ experience in Residential Life experience preferred.
- Thorough knowledge of the Residential Life function within a university, as well as a commitment and appreciation for the liberal arts, Jesuit tradition.
- Experience with StarRez, Excel, and Google Docs/Sheet environment preferred.
- Excellent computer skills and the ability to learn and work with the University Student Information System required.

SALARY:  Commensurate with experience

FLSA CATEGORY:  Exempt

START DATE:  ASAP

SEND LETTER, RESUME TO:  Maureen Segota
                          msegota@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories